



Data Entry Clerk
Public Health Services

PHS /14
Pay Grade: 7

JOB SUMMARY

This position is responsible for providing clerical and customer service support for the operation of the Public Health Services Department.

MAJOR DUTIES

- Assists the general public in completing immunization forms and reviews forms for accuracy.
- Enters patient and vaccine information into immunization logs, state registry, and applicable software programs.
- Performs various clerical tasks such as filing, sorting, copying, and data entry.
- Maintains files and records to ensure that they are updated and easily accessible.
- Creates vaccination form packets and ensures all forms are up to date.
- Compiles Vaccine Information Statements (VIS) forms and ensures that they are readily available and updates files when new versions are posted.
- Answers telephone, provides department information, takes messages and schedules immunization appointments.
- Accompanies health care staff to immunization clinics for clerical assistance and data entry.
- Administers diagnostic testing such as, but not limited to, COVID-19, strep A, influenza.
- Become familiar with proper storage and handling of vaccines in accordance to CDC and DSHS requirements.
- Performs any other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of modern office practices and procedures.
- Knowledge of county and departmental policies and procedures.
- Knowledge of computers and job-related software programs.

- Skill in oral and written communication.
- Skill in prioritizing, organizing and multi-tasking.
- Skill in customer service practices.
- Ability to communicate in English and Spanish.
- Skill in use of standard office equipment.

SUPERVISORY CONTROLS

The Director and Assistant Director assign work in terms of somewhat general instructions. The Supervisor spot-checks completed work for compliance with instructions and established procedures, accuracy and the nature and propriety of the final results.

GUIDELINES

Guidelines include county and department policies and procedures, the Department of State and Human Services (DSHS) policies, Standing Delegation Orders and Protocols and the Health Insurance Portability and Accountability Act (HIPAA). These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

The work consists of data entry and clerical duties. Frequent interruptions contribute to the complexity of the position.

CONTACTS

Contacts are typically with the general public, health care providers, co-workers and other county personnel.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- Must be able to sit or stand for prolonged periods of time.
- Must be able to lift up to 20 lbs.
- Must be able to work outdoors as needed.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position does not have supervisory responsibilities.

MINIMUM QUALIFICATIONS

- Must have a High School Diploma or GED; from an accredited institution.
- Must be able to type 30 wpm.

OTHER REQUIREMENT/INFORMATION

- Must possess a valid and current driver's license.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, Motor Vehicle Record (MVR) and criminal background checks are required.
- This position *is covered* under Civil Service; however, all other Webb County policies apply.

ACKNOWLEDGEMENT

The undersigned have read, discussed and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

Employee's Signature

Print Name

Date

Supervisor's Signature

Print Name

Date